



# Checklist for Natural Resources Inventory/ Forest Stand Delineation Plan

## City of Rockville

Department of Recreation and Parks/Forestry Division

14625 Rothgeb Drive, Rockville, Maryland 20850

Phone: 240-314-8700 • Fax: 240-314-8719 • Website: [www.rockvillemd.gov](http://www.rockvillemd.gov)

### Type of NRI/FSD (check one):

☐ SFD      ☐ Other

***Please Print Clearly or Type***

Project Name: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Tax Acct. ID(s): \_\_\_\_\_

Size of Property: \_\_\_\_\_

Name of Firm Preparing Plan: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Limits of Disturbance: \_\_\_\_\_

Type of Plan Submission to CPDS (check one): ☐ STP    ☐ SPX    ☐ PJT    ☐ SFD

CPDS Case No.: \_\_\_\_\_

### Instructions for Completing the Checklist

The checklist has been developed to provide guidance on the submission requirements for preparing NRI/FSD plans. Refer to Chapter 10.5, Forest and Tree Preservation Ordinance, the Forest Conservation Manual, and Environmental Guidelines, as may be amended, for codes, regulations and guidelines governing forest and tree preservation in the City. All items on the checklist must be addressed as either applicable (A) or not applicable (N/A). If checking N/A, a brief explanation as to why shall be provided. Any item left blank will result in the application being deemed incomplete. The qualified plan preparer must sign the last page of the checklist.

### NRI/FSD Acceptance and Review Policy

The checklist must be accompanied by the NRI/FSD Plan application and review fee. Both the checklist and application must be completed and correctly filled out. Incomplete or incorrect applications or checklists will be returned to the applicant. All items listed in Sections A, B and C must be provided with NRI/FSD plan submittals. Complete the appropriate Section of D, E, and F if there is forest on site. The NRI/FSD plan review period is 30 days from when the application package is accepted for review by Forestry. Each re-submission generates another 30-day review period. Re-submittal fees may apply.

## A) Application Section

1. \_\_\_\_\_ Completed and signed NRI/FSD application and checklist
2. \_\_\_\_\_ Applicable review fee
3. \_\_\_\_\_ Submission package including all required plans

## B) Submission Requirements

1. \_\_\_\_\_ 3 copies of the NRI/FSD plan
2. \_\_\_\_\_ For SFD's, one copy of the Erosion and Sediment Control Plan

## C) NRI/FSD Plan

1. \_\_\_\_\_ Property boundaries
2. \_\_\_\_\_ Topography
3. \_\_\_\_\_ Preliminary forest conservation worksheet
4. \_\_\_\_\_ Minimum tree cover requirement
5. \_\_\_\_\_ North arrow
6. \_\_\_\_\_ Legend
7. \_\_\_\_\_ 1:2000 scale Site Vicinity Map
8. \_\_\_\_\_ Forest stand boundaries
9. \_\_\_\_\_ Tree lines extended off site
10. \_\_\_\_\_ Survey location of all significant trees including street trees and associated CRZ's shown on plan view. Any significant tree that counted for either forest conservation credit or significant tree replacement credit from a previously approved FCP should be identified with a different symbol.
11. \_\_\_\_\_ For sites that have a previously approved FCP show location, type, size, condition, CRZ of all trees less than 12" DBH counting toward forest conservation or significant tree replacement including a symbol for any missing trees.
12. \_\_\_\_\_ CRZ's of off site trees extending into tract area including type, size, and condition listed on a separate summary table. An estimate of the tree's size and condition rating can be made if the tree is not accessible.
13. \_\_\_\_\_ Individual tree summary table for all trees from items 10 and 11 above, listing tree condition (CTLA ratings), size (measured in accordance with CTLA guide), botanical and common name, and remarks shown on plan and submitted separately on 8 1/2" by 11" sheets
14. \_\_\_\_\_ Ephemeral, perennial and intermittent streams and associated buffers
15. \_\_\_\_\_ 100-year flood plain and building restriction line (BRL)
16. \_\_\_\_\_ Wetlands with buffer
17. \_\_\_\_\_ Park buffers
18. \_\_\_\_\_ Soils
  - a. \_\_\_\_\_ Hydric soils
  - b. \_\_\_\_\_ Erodible, unsafe, unsuitable soils
19. \_\_\_\_\_ Steep slopes
20. \_\_\_\_\_ Rare, threatened or endangered (RTE) plant and wildlife species and species in need of conservation (include copy of response from DNR)

*Section C continued on next page*

## NRI/FSD Checklist

21. \_\_\_\_\_ Non native and invasive plant statement to include types of plants and amount present. Plant location graphically delineated on plan
22. \_\_\_\_\_ Public utilities (underground and above), existing structures, transportation rights-of-way, and all existing easements
23. \_\_\_\_\_ Existing site improvements such as buildings, sidewalks, patios, sheds, driveways, etc.
24. \_\_\_\_\_ Adjacent land use and all structures within 50 feet of property line
25. \_\_\_\_\_ Designated City of Rockville Historic District
26. \_\_\_\_\_ Building or structure in the City of Rockville Historic Building Catalog
27. \_\_\_\_\_ Known archeological site
28. \_\_\_\_\_ Stamp and original signature of qualified plan preparer

#### **D) Simplified Forest Stand Delineation (if applicable per FC Manual)**

1. \_\_\_\_\_ Field verified forest edge
2. \_\_\_\_\_ Proposed limits of disturbance
3. \_\_\_\_\_ Proposed long term protection/FCE areas
4. \_\_\_\_\_ Dominant species and forest association
5. \_\_\_\_\_ Documentation establishing no activity within the CRZ of any significant tree

#### **E) Intermediate Forest Stand Delineation (if applicable per FC Manual)**

1. \_\_\_\_\_ All applicable information from Section D
2. \_\_\_\_\_ Past and present management of existing forest, i.e. thinning, and significant trees, i.e. pruning
3. \_\_\_\_\_ Recommendations for management after disturbance
4. \_\_\_\_\_ Walk through statement of forest including tree types, size class of canopy, understory, shrub layer, herbaceous layer and non native and invasive vegetation present.
5. \_\_\_\_\_ Graphically show area of forest preserved to the break-even point

#### **F) Full Forest Stand Delineation (if applicable per FC Manual)**

1. \_\_\_\_\_ All applicable information from Sections D and E
2. \_\_\_\_\_ Forest stand locations, descriptions, boundaries and acreages
3. \_\_\_\_\_ Field sampling points and sampling techniques including data sheets
4. \_\_\_\_\_ Location of priority planting areas and retention areas
5. \_\_\_\_\_ Stand summary analysis including size classes, total number of tree species, number of trees per acre, common understory plants, presence of non native and invasive plants, forest structure rating, soil type, and hydrology
6. \_\_\_\_\_ Narrative of forest stand conditions and environmental features including retention potential, past management and forest structure
7. \_\_\_\_\_ Written evaluation of retention and disturbed areas with recommendations for mitigation and management

**Additional Requirements:**

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**Comments:**

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Firm Preparing Plan

\_\_\_\_\_  
Signature of Plan Preparer

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Plan Preparer Qualification and license number if applicable

Checklist updated April 2011